

Certifications / Credits

Certificates Issued

CPR	Date _____
First Aid	Date _____
Safety	Date _____
CNA	Date _____
Pharmacy Tech.	Date _____
EMT	Date _____
Practical Nursing	Date _____
HHA	Date _____
Other _____	Date _____
_____	Date _____
_____	Date _____

Articulation/Direct Credit Agreement

College	Course Code

Health Occupations Students of America (HOSA) Member Date(s) _____

Health Occupations Students of America (HOSA) Officer Office Held _____

Awards Received:

- This Certificate is recognized by:
- Michigan Health Occupations Students of America
 - Michigan Dental Association
 - Michigan Health Council
 - Michigan Health Occupations Educators

(This School) is an equal opportunity institution and does not discriminate on the basis of race, creed, color, ethnic origin, sex and physical or mental handicap in all of its educational programs and activities, including enrollment, placement and employment.

Student/Parent Release of Information Authorization: _____ Date: _____

The information contained in this profile can be used for school records and/or to ensure safety of students. This confidential information is not to be released to employers or the general public, unless student/parent has authorized the release.

MISSION STATEMENT:
(SCHOOL NAME)

MDCD MISSION STATEMENT:
To continuously improve the Career Development System that produces a workforce with the required skills to maintain and enhance Michigan's economy.

Student: _____	Date of Enrollment: _____	Total Hours Possible: _____
Address: _____	Date of Withdrawal: _____	Total Hours Absent: _____
City/State/Zip: _____	Date of Completion: _____	Total Hours Present: _____
Social Security Number: _____	Phone: _____	Instructor: _____
Date of Immunizations: TD _____	MMR _____	Hepatitis B _____
		TB Skin Test _____
		Lab: _____

Advisory Committee Members and Work-Based Partnerships (see insert)

SCHOOL LOGO

PROGRAM NAME	_____
SCHOOL NAME	_____
ADDRESS	_____
PHONE	_____
INSTRUCTOR NAME	_____



Name: _____

Health Sciences

N- Not exposed to the task
1- Exposed to the task
2- Accomplished task with help
3- Accomplished task to criterion
4- Able to teach task

National Health Care Skill Standards
Michigan Health Care Foundation Skills

MICHIGAN HEALTH SCIENCES SKILL STANDARDS

4	3	2	1	N	
					ACADEMIC FOUNDATION
					1.1 Human structure and function
					1.11 Describe homeostasis processes as related to basic structures and functions of all body systems
					1.12 Compare cell, tissue, organ and body systems relationships
					1.13 Explain body planes, directional terms, quadrants, and cavities
					1.14 Describe and analyze the basic structure and function of body systems
					1.2. Diseases and Disorders
					1.21 Compare diseases in respect to their causes, treatments and therapies
					1.22 Analyze methods for the control of disease
					1.23 Contrast types of immunities
					1.24 Analyze the changes in the body systems as they relate to disease, disorders and wellness
					1.25 Compare the body systems in relation to the aging process
					COMMUNICATION
					2.1 Oral Communication skills
					2.11 Adjust communication to other's ability to understand
					2.12 Using the sender-receiver model apply basic communication techniques
					2.13 Apply active listening skills
					2.14 Demonstrate courtesy to others including self introduction
					2.15 Interpret verbal and non-verbal behaviors to enhance communication and staying within scope of practice
					2.16 Demonstrate interviewing skills
					2.2 Written Communication/Reporting
					2.21 Report relevant information in order of occurrence
					2.22 Report subjective and objective information
					2.23 <i>Analyze communications for appropriate response and provide feedback</i>
					2.3 Medical Terminology
					2.31 <i>Identify and apply common medical abbreviations, word roots, prefixes and suffixes</i>
					2.32 <i>Utilize medical dictionary to define medical terms</i>
					2.4 Technical Communication
					2.41 Compile and organize technical information and write summaries
					2.42 Interpret, transcribe, and communicate information, data and observations using medical terminology within scope of practice
					2.43 Organize records and files to maintain data
					2.44 Use information technology (fax, e-mail, Internet) to access and distribute data
					SYSTEMS
					3.1 Systems Theory
					3.11 Explain systems theory and its components
					3.12 Construct a general systems model using the feedback loop including inputs and throughputs
					3.2 Health Care Delivery System
					3.21 Construct a healthcare delivery system model
					3.22 Predict where and how factors such as cost, managed care, technology, an aging population, access to care, alternative therapies, and lifestyle/behavior changes may affect various health care delivery system models
					3.23 Project the outcome as an interconnected component of a health care system is modified
					3.24 Calculate the cost effectiveness of two separate health care delivery systems using the same client procedures
					3.3 Health care delivery system results
					3.31 Diagram the interdependence of health care professions pertaining to the delivery of quality health care
					3.32 Design a system analysis process that evaluates client satisfaction, productivity, cost effectiveness, and efficiency
					3.33 Evaluate and report the impact of enhanced technology on a health care delivery system
					3.4 System Change
					3.41 Analyze the cause and effect on health care system change based on the influence of: technology, epidemiology, bio-ethics, socio-economics and various forms of complimentary (non-traditional) medicine
					EMPLOYABILITY SKILLS
					4.1 Key Employability Skills
					4.11 Adapt to the dynamics of change
					4.12 Adopt personal appearance and hygiene habits appropriate to the health care environment and industry expectations
					4.13 Practice personal integrity and honesty
					4.14 Evaluate work assignments and initiate action with confidence commensurate with work assignment
					4.15 Formulate solutions to problems using critical thinking skills independently and in teams
					4.16 Interact appropriately and respectfully with diverse ethnic, age, cultural, religious and economic groups in various employment and social situations
					4.17 Exhibit respectful and empathetic behavior when interacting with peers, superiors, subordinates, and customers in one-on-one and group situations
					4.18 Follow attendance policies of the employer or educational institution
					4.19 Accept responsibility for own actions
					4.20 <i>Prepare for and complete an interview</i>
					4.21 <i>Accurately complete records/documents to support job applications</i>
					4.22 <i>Use a portfolio to demonstrate interest and competence</i>
					4.23 <i>Research availability of educational programs, financial requirements, and resources and complete an application process as appropriate for career goals</i>
					4.24 <i>Identify the need for lifelong learning in a rapidly changing job market</i>
					4.2 Interpersonal Communication
					4.21 Communicate in a straightforward, understandable, accurate, and timely manner
					4.22 Listen attentively to verbal instruction, requests, and other information to verify accuracy
					4.23 Provide written communication that is accurate and grammatically correct, using nomenclature appropriate for environment
					4.24 Interpret technical materials used for health care practices and procedures
					4.3 Personal Growth and Development
					4.31 Engage in continuous self-assessment and goals modification for personal and professional growth
					4.32 Manage time, prioritize responsibilities, and meet completion dates as specific by employer and client
					4.33 Show enthusiasm and commitment by meeting expectations and priorities of the organization
					4.34 <i>Participate in project/activities for personal growth and development</i>
					4.35 <i>Estimate costs and prepare a detailed budget for a school-based or work-based learning project</i>
					4.36 <i>Report the costs of various components of a budget and adjust budget items as needed</i>
					4.37 <i>Identify compensation practices; demonstrate effective financial management skills</i>
					4.38 <i>Identify, acquire, and use appropriate tools and processes to complete a task</i>
					4.4 Career Decision-making
					4.41 Explore a potential health science career path in at least one of the following health care services: diagnostic, therapeutic, information, or environmental
					4.42 Consider levels of education, credentialing requirements, employment opportunities, workplace environments, and career growth potential for a service area
					4.43 <i>Identify entrepreneurial opportunities</i>
					4.44 <i>Compare and contrast differences between working for self vs. others and working in large vs. small organizations</i>
					4.45 <i>Compare and analyze experiences obtained in various work-based learning opportunities</i>

4	3	2	1	N	
					4- Able to teach task
					4.46 <i>Interpret information from a variety of career assessments to identify career interests and abilities</i>
					4.47 <i>Review EDP annually and include a plan for continuing education and training and/or entering paid employment</i>
					LEGAL RESPONSIBILITY
					5.1 Legal Implications
					5.11 Analyze legal responsibilities, limitations, and implications of actions
					5.12 Use problem-solving techniques when confronted with legal dilemmas or issues
					5.13 Compare and contrast behaviors and practices that could result in malpractice, liability, or negligence
					5.14 Comply with policies and requirements for documentation and record-keeping
					5.15 Comply with established risk management criteria and procedures
					5.16 Determine when an incident is reportable
					5.17 Comply with non-discriminatory laws
					5.18 Comply with institutional policy and procedure
					5.2 Legal Practices
					5.21 Perform duties according to regulations
					5.22 Maintain clients' rights according to the Patients' Bill of Rights
					5.23 Maintain confidentiality
					5.24 Practice within licensure, certification, registration, and legislated scope of practice
					5.25 Apply the doctrine of informed consent
					5.26 Evaluate technological threats to confidentiality
					5.27 Follow mandated standards for workplace safety, ie., OSHA, CDC, CLIA
					5.28 Apply mandated standards for harassment, labor, and employment laws
					ETHICS
					6.1 Legal and Ethical Boundaries
					6.11 Differentiate between morality and ethics and the relationship of each to health care outcomes
					6.12 Differentiate between ethical and legal issues impacting health care
					6.13 Contrast personal, professional, and organizational ethics
					6.14 Analyze legal and ethical aspects of confidentiality
					6.15 Discuss bio-ethical aspects of confidentiality
					6.16 Analyze and evaluate the implications of medical ethics
					6.17 Identify employer/employee rights and responsibilities
					6.2 Ethical Practice
					6.21 Demonstrate professionalism when interacting with fellow students, co-workers, and the organization
					6.22 Respect interdisciplinary roles of team members
					6.23 Report activities and behavior by self and others that adversely affect the health, safety, or welfare of students, clients, or co-workers.
					6.24 Demonstrate fairness and equal treatment of all persons
					6.25 Practice responsibly within the ethical framework of the Patients' Bill of Rights
					6.26 Value clients' independence and determination
					6.27 Demonstrate positive personal qualities as a group leader
					6.3 Cultural, Social, and Ethnic Diversity
					6.31 Discuss the impact of religions and cultures on those giving and receiving health care with an understanding of past and present events
					6.32 Demonstrate respect of individual cultural, social, and ethnic diversity within the health care environment
					SAFETY PRACTICES
					7.1 Infection Control
					7.11 Use Standard Precautions as described in the rules and regulations set forth by OSHA
					7.12 Practice infection control procedures
					7.13 Practice appropriate cleaning, disinfecting, and sterilizing processes
					7.14 Contrast medical and surgical asepsis
					7.2 Personal Safety
					7.21 Apply safety procedures to protect clients, co-workers and self
					7.22 Manage a personal exposure incident in compliance with OSHA regulations
					7.23 Apply principles of body mechanics and ergonomics
					7.3 Environmental Safety
					7.31 Modify the environment to ensure safety of the worker and client
					7.32 Follow proper reporting procedures for incidents
					7.33 Demonstrate methods of fire prevention in the health care setting
					7.34 Prevent accidents by using proper safety techniques including transferring and ambulating
					7.35 Practice good housekeeping by maintaining a safe working environment
					7.36 Maintain inventory and storage of supplies
					7.4 Common Safety Hazard
					7.41 Use Materials Safety Data Sheets
					7.42 Adhere to hazardous labeling requirements
					7.43 Take appropriate action when observing a hazardous material problem
					7.44 Apply safety principles within given environments
					7.45 Handle hazardous chemicals commonly used in the health care environment in an appropriate manner
					7.5 Emergency Procedures and Protocols
					7.51 Interpret the evaluation plan for the health care setting
					7.52 Construct an emergency plan for a health care setting in response to a natural disaster or other emergency
					7.53 Complete requirements for CPR
					7.54 Complete requirements for First Aid certification
					7.55 Follow the facility procedure when a fire is discovered
					TEAMWORK
					8.1 Health Care Teams
					8.11 Apply the team concept in providing quality patient care
					8.12 Analyze roles of various team participants
					8.13 Respond to given critical situations appropriately as a member of a team
					8.14 Accept compromise as necessary to ensure a best outcome
					8.2 Team Member Participation
					8.21 Communicate verbally and non-verbally with team colleagues to assure a best result for the client
					8.22 Collaborate with others to formulate team objectives
					8.23 Act responsibly as a team member, completing assigned tasks in a timely and effective manner
					8.24 Actively listen to other team members
					8.25 Exercise leadership skills as appropriate
					8.26 Respect and value the expertise and contributions of all team members
					8.27 Work collaboratively with persons from diverse backgrounds to accomplish a common goal
					8.28 Apply corrective action to an acknowledged conflict situation
					8.2